

## HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

Minutes of Closed Session of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors on Tuesday, April 5, 2016 in meeting room 4C, located on the fourth floor of the Administration Building.

**MEMBERS PRESENT: Marsik, Frohling, Greshay, Duchac and Schmidt**

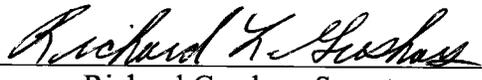
**MEMBERS EXCUSED: None**

**ALSO PRESENT: Sarah Eske, Human Resources Director; James Mielke, Dodge County Administrator; Tonia Mindemann, Assistant HR Director; Russell Kottke, County Board Chairperson; Nancy Pirkey, Attorney**

Motion by Greshay, second by Frohling to convene in Closed Session. Before voting on the motion, Chairperson Marsik, announced to all present that the reason for convening in closed session is for the purpose of conducting public business for conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved; specifically regarding potential County employee discipline. The meeting is closed pursuant to Section 19.85(1)(g) of the Wisconsin Statutes. A roll call vote was taken. Motion carried by unanimous vote of all members present at 9:41 a.m.

There was discussion regarding a written complaint and an update regarding an internal investigation.

Motion by Greshay, second by Duchac to reconvene in open session. A roll call vote was taken. Motion carried by unanimous vote of all members present at 10:47 a.m.

  
Richard Greshay, Secretary

  
Joseph Marsik, Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.

## HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

**HR COMMITTEE MEMBERS PRESENT: Marsik Frohling, Greshay, Schmidt, and Duchac**

**MEMBER EXCUSED: NONE**

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, April 5, 2016 at 9:00 a.m. in meeting room 4C, located on the fourth floor of the Administration Building.

**ALSO PRESENT: Sarah Eske, HR Director; Jim Mielke, County Administrator; Tonia Mindemann, Assistant HR Director; Russ Kottke, County Board Chairman; Nancy Pirkey, Attorney; Jane Hooper, Clearview Administrator; Angi Zilliox, Human Resources Specialist; Phillip McAleer, Physical Facilities Assistant Director**

**Meeting called to order by Marsik at 9:00 a.m.**

Roll call was taken. All members present.

Eske verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Greshay to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Schmidt. Motion carried.

Marsik asked if anyone present had any public comments. None.

Motion by Duchac to approve the minutes of the March 15, 2016 regular meeting of the Human Resources and Labor Negotiations Committee. Second by Schmidt. Motion carried.

Motion by Frohling to approve the minutes of the Open & Closed session minutes of the March 18, 2016 meeting of the Human Resources and Labor Negotiations Committee. Second by Greshay. Motion carried.

Hooper explained that Clearview will abolish two positions (Payroll Specialist and Scheduling Supervisor) and create two positions (Scheduling Assistant and Payroll/Scheduling Supervisor). Eske informed the Committee that the JDQ for the Payroll/Scheduling Supervisor position was sent to Carlson Dettmann with a recommendation to Dodge County Grade Seven (7). Eske stated that after discussion with Hooper, the rating is appropriate for the new position. Hooper affirmed that the changes are budget neutral and may result in a savings of up to \$10,000 due to new hires/transfers starting lower on the pay grade than the incumbents. A resolution is being drafted for presentation to the April County Board meeting.

Motion by Duchac to approve the restructuring of the Clearview scheduling department as suggested and placement of the Payroll/Scheduling Supervisor position into the Dodge County Labor Grade Structure at Grade Seven (7). Second by Greshay. Motion carried.

Eske presented a request for sick leave donation for a Human Services & Health employee who was on approved medical leave for five (5) weeks beginning February 2016 with an additional

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE – 04/05/2016

unanticipated leave March 17, 2016-May 2, 2016. Eske explained that the employee has used all available time off.

Motion by Greshay to approve the request for sick leave donations under the current guidelines and by doing so does not establish a practice or precedent. Seconded by Duchac. Motion carried.

McAleer presented the Committee with Policy 127.3 – Call-In Pay. McAleer expressed that the language is antiquated and reduces flexibility in relationship to call-ins. McAleer requested consideration to change verbiage in the policy from “will” to “may” and under the Call-In Pay policy to allow employees to choose compensatory time or overtime pay for hours worked under this policy. Committee members discussed options.

Motion by Frohling to approve the proposed changes regarding “wills” to “mays”, however, removing the option to convert overtime to compensatory time for emergency call-ins and deleting language regarding compensatory time. Seconded by Greshay. Motion carried.

Eske explained that Amy Nehls, Emergency Management Director, was unable to be in attendance; however, Nehls provided Eske with information regarding adopted policies by counterparts regarding employee compensation during disaster/emergency situations, indicating the policies vary from two (2) weeks to one (1) month. Eske recommended paying employees through the next full pay period after the disaster. Frohling suggested including a statement in the policy to ensure employees are aware that duties during a disaster may differ from what hired for. Eske stated she will present a written proposal for Committee approval at the next meeting and will contact Nehls to ensure the policy is included with the COOP Plan.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of these requests.

One (1) Economic Support Specialist – F.T.	Human Services & Health
One (1) Chief Deputy County Clerk- F.T.	County Clerk
One (1) Technical Services Specialist – F. T.	Information Technology
One (1) Counselor I, II, III – Community Support Program – F.T.	Human Services & Health

Motion by Schmidt to approve the Personnel Requisitions as presented. Second by Duchac. Motion carried.

Leave of Absence: Mindemann explained that an employee at Human Services and Health has requested to use sick time for a general leave, on a non-precedent setting basis, to care for a sister placed under guardianship for March 3, 2016-September 3, 2016. Human Resources has supporting documentation.

Motion by Greshay to approve the leave request as presented and by doing so does not establish a practice or precedent. Second by Frohling. Motion carried.

The Committee reviewed the Salary, Wage, and Status changes as presented.

## HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE – 04/05/2016

**NEW HIRE:** Matthew T. Bartol, Hazardous Materials Responder, Emergency Management, \$7.25, HAZ01, ST01, 02/18/16; Katie E. Toellner, Counselor I-Case Manager – Mental health, Human Services & Health, \$18.59, DC05, ST01, 03/14/2016; Savannah A. Hornbacher, Social Worker I – CPS Investigator – Intake, Human Services & Health, \$20.51, DC06, ST01, 05/16/2016. **RE-HIRE:** Phillip H. Worthen, Park Caretaker – Astico Park, Land Resources & Parks, \$11.34, MSC06, ST03Y3, 04/04/2016; Kay M. Kiser, Park Attendant – Astico Park, Land Resources & Parks, \$12.13, MSC13, ST03Y4, 04/04/2016. **LIMITED TERM/SEASONAL:** Dustin D. Winkelman, Youth Dairy & Livestock Summer Agent, UW Extension, \$10.00, MSC19, ST01, 05/26/2016. **RECLASSIFICATION:** James E. Mielke, County Administrator, Administrator's Office, \$52.27, DC18, ST01, 07/09/2016; Ian C. Dodge, Electronics Technician, Information Technology, \$33.04, DC09, ST10B, 03/27/2016. **STEP INCREASES:** Daniel D. Schultz, Park Foreman, Land Resources & Parks, \$23.08, DC07, ST02, 04/07/2016; Chris S. Myers, Jail Programs Specialist, Sheriff's Office, \$25.47, DC05, ST14A, 04/07/2016; Thomas J. Hazelberg, Communications Officer, Sheriff's Office, \$24.15, DC05, ST11B, 03/13/2016; Gwyn K. Myer, Corporal – Jail, Sheriff's Office, \$26.91, DC06, ST12A, 04/12/2016; Ann M. Falkinham, RN Case Manager/Community Support, Human Services & Health, \$29.93, DC08, ST9B, 04/22/2016; Karen Gonzalez, Social Worker I – CPS Investigator Intake, Human Services & Health, \$22.32, DC06, ST04, 03/15/2016; Diane E. LaLonde, Senior Social Worker – Juvenile Court Ongoing, Human Services & Health, \$30.28, DC08, ST10A, 04/22/2016; Shane R. Van Loenen, Network Administrator, Information Technology, \$35.30, DC11, ST7B, 04/13/2016; Nichole S. Streblov, Help Desk Specialist, Information Technology, \$19.04, DC04, ST06, 05/10/2016; Jaime L. Payne, Account Clerk II, Highway Department, \$20.94, DC04, ST10B, 05/05/2016; Michael J. Thoma, Mechanic, Highway Department, \$23.73, DC06, ST7A, 04/03/2016; Ann L. Peters, Legal Assistant, District Attorney, \$17.61, DC04, ST03, 02/25/2016; Sheila M. Davidson, Deputy Clerk of Courts, Clerk of Courts, \$19.52, DC04, ST7B, 05/14/2016; Jay M. Westhuis, TAD Supervisor, Human Services & Health, \$25.75, DC08, ST03, 03/19/2015; Jay M. Westhuis, TAD Supervisor, Human Services & Health, \$26.45, DC08, ST04, 03/19/2016; Stephanie M. Ohms, Senior Social Worker – Juvenile Court Ongoing, Human Services & Health, \$26.45, DC08, ST04, 05/05/2016.

The Committee reviewed the Orientation Period Reports as presented. Eske answered questions regarding an extension of an Orientation Report for an additional 90 days.

Committee Member Reports: None

### **HR Director's Report:**

- a) Disciplinary Actions: None
- b) Grievances and Arbitrations: None

### **Closed Session:**

Motion by Greshay, second by Frohling to convene in Closed Session. Before voting on the motion, Chairperson Marsik announced to all present that the reason for convening in closed session is for the purpose of conducting public business for conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved; specifically regarding potential County employee discipline. The

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE – 04/05/2016

meeting is closed pursuant to Section 19.85(1)(g) of the Wisconsin Statutes. Roll call vote was taken. Motion carried by unanimous vote of all members present at 9:41 a.m.

**Open Session:**

Motion by Greshay, second by Duchac to reconvene in open session. A roll call vote was taken. Motion carried by unanimous vote of all members present at 10:47 a.m. No action was taken during closed session.

**Future Meeting Dates and Times:**

The next scheduled meetings of the Human Resources and Labor Negotiations Committee are regular meetings on **April 18, 2016, and May 3, 2016 at 9:00 a.m.** which will be held in room 4C of the Administration Building.

Meeting adjourned by order of the Chairperson at 10:54 a.m.

  
Richard Greshay, Secretary

  
Joseph Marsik, Chairperson

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